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MEMORANDUM FOR: Acting Chairman, Incentive Awards Committee
FROM: Executive Secretary, Incentive Awards Committee
SUBJECT: Award for Superior Accomplishment - [REDACTED]
REFERENCE: Paragraph 3a (4), CIA Regulation [REDACTED]

25X1

1. Agency Regulation [REDACTED] and supporting documents from the Chief, FE Division, DD/P, recommending the granting of a within-grade pay increase as an award to Miss [REDACTED], GS-9, for superior accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for her grade. She has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Chief, FE presents information in accordance with the provisions of the above-referenced regulation.

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], her salary will be increased from \$5,185 to \$5,310 per annum.

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

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4 December 1953

MEMORANDUM FOR: Incentive Awards Committee

VIA: DDP/ADMIN

SUBJECT: Superior Accomplishment Award for [REDACTED]

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1. It is recommended that [REDACTED] of FE be granted a Superior Accomplishment Award of one-step increase to the third step of GS-9 based upon her sustained outstanding performance, her initiation and development of personnel procedures, her service to FE personnel, and her corresponding contribution to CIA.

2. [REDACTED] has been employed by CIA since June 1947 during which time she had [REDACTED] which enabled her to gain area knowledge of great value to the headquarters desk. The remainder of her time with the Agency has been spent with the [REDACTED] Headquarters Desk in the capacity of Intelligence Officer and Administrative Assistant. [REDACTED] from 1950 to 1952 handled all administrative details for [REDACTED] Desk with particular emphasis on personnel problems. She initiated and established procedures which greatly increased the efficiency and operation of that office. On the merger of the [REDACTED] desks in 1953, [REDACTED] outstanding performance prompted Chief of Branch 1, FE to ask her to assume an additional work load (almost trebling previous output) and be responsible for directing all administrative and personnel duties in the [REDACTED] Headquarters Desk. Although the merging of various divergent components into streamlined and efficient system represented a monumental task, [REDACTED] enthusiastically and cheerfully attempted to bring order out of chaos. Initial investigation of the personnel records situation of some components being merged indicated that a complete reorganization of all existing data was in order. To evolve workable procedures and systemic records, [REDACTED] consistently devoted mornings, evenings and weekends on her own time. The sustained quality of her daily performance was not impaired by this strenuous schedule, but rather her personal interest in each employee's problem seemed greater than ever.

3. It has been largely through the efforts of [REDACTED] that the [REDACTED] Headquarters Desk has been able to service promptly, efficiently and equitably personnel in their field stations. On numerous occasions her care prevented an employee from making serious errors, and conversely through her efficiency other employees received due benefits. Personnel processing for overseas departure have remarked

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that [] above all others they had met knew what she was doing and took a genuine interest in their welfare.

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*not
acceptably
on this basis*

4. This Division feels that [] contribution to CIA cannot be measured in monetary terms alone; however, considerable sums have been saved through efficient and accurate processing on her part. The intangible contribution of loyal service and devotion far beyond that required has stimulated the rest of her associates to greater endeavor.

*This is
acceptable*

5. It is strongly recommended that in view of subject's sustained and outstanding work contribution and her superior initiative that all possible consideration be given request for Superior Accomplishment Award.

[]
CHIEF, FE

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I would approve this based upon the information in par. 2. However the case is not well documented. What is the employee's present job and what are the duties and performance standards? Efficiency and accuracy are basic requirements of any job. Improvement of morale however is above and beyond the duties of this position and can therefore be recognized.

*OK Step
for*

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